



**DATE:** January 6, 1991

**TO:** District Engineers  
District Field/Construction Engineers  
Resident/Project Engineers

**FROM:** Gerald D. Dobie  
Engineer of Construction

**RE:** CONSTRUCTION INSTRUCTIONAL MEMORANDUM 1992-1  
CENTRAL OFFICE REVIEW PROCEDURES

When a Central Office Review determination is made involving payment to the contractor, but the dollar amount is not determined, the exact intent as to what items are to be paid may not always be clear to the district. To remedy this situation, it is requested that the following procedure be used:

1. The decision-writer will also be designated chairman of the panel.
2. The recommendation/authorization for payment of the determination will be sent by the district to the chairman of the panel for review as to meeting the intent of the determination.
3. The chairman's signature will be put on the recommendation/authorization if intent is met; otherwise, arrangements will be made for any necessary modifications.
4. The recommendation/authorization will then be returned by the panel chairman to the district for continued processing.

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Engineer of Construction

GDD:KPB:srh

cc:	Staff Engineers	Local Services Division	MAPA
	Staff Technicians	M & T Division	
	S. Olszewski	Design Division	
	S. Wehrle	MRBA	

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